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BUREAU OF HUMAN RESOURCE
OF COOK COUNTY

KIM DAVID GILMORE
CHIEF OF HUMAN RESOURCES

County Building
118 North Clark Street
Chicago, Illinois 60602-1304
(312) 603-3300 TEL
(312) 603-5404 FAX
(312) 603-5255 TDD

March 13, 2007

RICKEY L COLEMAN
1839 S. DRAKE FLOOR #1
CHICAGO, IL 60623

Re: Layoff due to Budget Cuts

Dear **RICKEY L COLEMAN**:

Cook County Government has experienced significant budgetary constraints, which has required staff reductions. To accomplish this, a layoff plan has been prepared and approved in accordance with the Cook County Rules and Regulations and any applicable collective bargaining agreement. We regret to inform you that your position is among those affected. Effective at the close of business on March 16, 2007 you will be laid off.

Included with this letter, is a summary of services from the Illinois Department of Employment Security, summary of employee benefits termination provisions, an Employee Assistance Program (EAP) brochure detailing services that are provided and the Cook County President's Office of Employment Training material. Your final pay check will include unused vacation time.

Reinstatement Rights: The names of career service employees who are laid off shall be placed on appropriate layoff lists for preferential reinstatement, upon written application by the employee, in accordance with Rule 4 (4.031).

Please accept my gratitude on behalf of the County for your valued service.

Sincerely,

Kim David Gilmore
Bureau Chief

cc: Personnel File

Exhibit A